Multiprogram/Project Document Management System (MPDMS)

User's Guide

May 16, 2005

TABLE OF CONTENTS

PARAGRAPH **PAGE**

1. PURPOSE 4
2. APPLICABILITY 4
3. DEFINITIONS 4
    Applicable Document 4
    Document Control Board (DCB) 4
    Maintaining Documentation 4
    Master Lists(s) 4
        General Master List 4
        M Project Master List 4
    Master List Custodian(s) 4
    Office of Primary Responsibility (OPR) 4
    User Levels 5
        RID Review/Technical Review Access 5
        Masterlist-Read Only Access 5
        Team Access 5
        Data Management 5
        Document OPR Designee/Change Initiator 5
        Document Control Board (DCB) 5
        Board Secretariat 5
        Approving Authority 5
        Center Export Representative (CER) 5
        Administrator 5
4. INSTRUCTIONS 6
    4.1 General 6
    4.2 Accessing the Program/Project Documentation System (MPDMS) 6
    4.3 Registration 7
    4.3.1 System Registration 7
    4.3.2 System Registration Request System User Level 8
    4.3.3 System Login 8
    4.3.4 Program/Project Code 9
    4.3.5 MPDMS Multiprogram Selection 9
    4.3.6 Update System Registration 10
    4.3.7 Login Update 11
    4.5 DCB Code 12
    4.5.1 Current DCB Code 12
    4.6 Document Preparation 12
    4.7 "MSFC" Numbers 13
    4.7.1 Reserve a "MSFC-" Document Number 13
    4.7.2 Update "MSFC-" Document Number Information 14
    4.7.3 Control of Document Numbers 14
    4.7.4 Document Revision Level 14

4.8 Submit a Draft Document for Review or Request Cancellation of a Document 16
4.8.1 Submit a New Document to DCB for Review/Comment 16
4.8.2 Submit a “REVISED” Document to DCB for Review 18
4.8.3 Submit for Review a Request for Cancellation of a Document 19
4.8.4 List of Draft Documents 20
4.9 Dispositon of the Draft Document 20
4.9.1 Select Document for Review 21
4.9.2 Enter Disposition 21
4.9.3 Dispositon Concur As Written 22
4.9.4 Disposition Resulting in Changes to the Document 22
4.9.5 Disposition With Issues 22
4.9.6 Call a Formal DCB Meeting 22
4.9.7 Disapproval by the DCB 22
4.9.8 Concurrence by the DCB 22
4.9.9 OPR Designee/Change Initiator’s Comments/Resolution 22
4.9.10 Final Disposition of Request 23
4.9.11 DCB Document Disposition Status Summary 23
4.10 Prepare and Submit Final Document 23
4.11 Approving Authority(ies) 24
4.11.1 Approve or Disapprove a Document 24
4.11.2 Approve or Disapprove the Cancellation of a Document 24
4.12 Master List(s) 25
4.13 Assurance Against Unintended Use of Obsolete Documents 25

FIGURES

1 Top Half of Multiprogram Document Management System 6
2 Bottom Half of Multiprogram Document Management System 7
3 Multiprogram Document Management System Registration 8
4 Please Log In 9
5 System User Level 10
6 Top Half of M Main Menu 14
7 Bottom Half of M Main Menu 15
8 Top Half of OPR User Level 16
9 Bottom Half of OPR User Level 14
10 MPDMS Review Process Flow 15
11 Top Half of Applicable Documents
12 Bottom Half of Applicable Documents
13 CER Approval
14 Top Half of M Main Menu DCB Member Functions 21
15 DCB Member Disposition of Draft Document
16 Approval Authority Final Recommendation

1. PURPOSE

The purpose of this User Guide is to establish the method for electronically reviewing and dispositioning, approving, revising, and canceling Multiprogram/Project common-use documentation.

2. APPLICABILITY

This User Guide applies to all common-use documentation in the Multiprogram/Project Document Management System (MPDMS) at Marshall Space Flight Center (MSFC), including external documentation.

3. DEFINITIONS

Applicable Document	Document called out in the body of a document required to carry out the procedure(s) specified in the document.
Document Control Board (DCB)	A functional body responsible for the review and disposition of all baselines, revisions, and cancellations of documents other than Program/Project configuration documentation.
Maintaining Documentation	Providing storage, distribution, reproduction, document revisions, replacing documents in the field with the latest revisions, and disposition of obsolete and/or invalid documents (i.e., historical, limited applicability, reference, etc., documents) for Master List documentation.
Master List(s)	Controlled list(s) of data/documents which identify the correct version authorized for use. MPDMS uses the following types of Master Lists: General Master List – Located on the MPDMS MAIN PAGE and available to all users. M Project Master List – Located on the M MAIN MENU of MPDMS and available only to users with approved access.
Master List Custodian(s)	Individual(s) assigned to create and update an organization's Master List(s) each time a document is added, revised, or cancelled.

Office of Primary Responsibility (OPR)	The OPR is the organization with primary responsibility for specific data items and the content of those items, or the organization(s) responsible for the process represented by the document, or both.
User Levels	The level of access granted in MPDMS to perform a designated role. In order of their website order, the definitions for those roles are as follows: RID Review/Technical Review Access. Access to the RID system only. This user level has no access to the draft or approved Master List. Masterlist-Read Only Access. Read-only access to the Masterlist (approved documentation) only. Team Access. Read-only access to draft and approved documents. May have access to one or more Document Control Boards associated with a particular project. Data Management. The person who is responsible for the tracking and statusing of the document from receipt through the review process. Document OPR Designee/Change Initiator. The technical person assigned to a document who will be addressing and consolidating comments within the system. Document Control Board (DCB). Access to enter comments into the system for a particular Document Control Board. This includes Charter Board Members and anyone who will be reviewing and commenting on the documents processed through MPDMS. Board Secretariat. Person responsible for scheduling, maintaining and documenting Change Board activity. This person can also perform various functions for the OPR. Approving Authority Access to approve documents for placement on the Master List. The document Approval Authority is usually the Board Chairperson and/or the Program/Project Manager. Center Export Representative (CER) - Person responsible for approval/concurrence of OPR recommendation for document Export Control Restrictions and verification of a documents Export Control markings before it is placed into draft review or onto the Master List. Administrator. Person responsible for maintaining the MPDMS

code and database.

4. INSTRUCTIONS

4.1 General

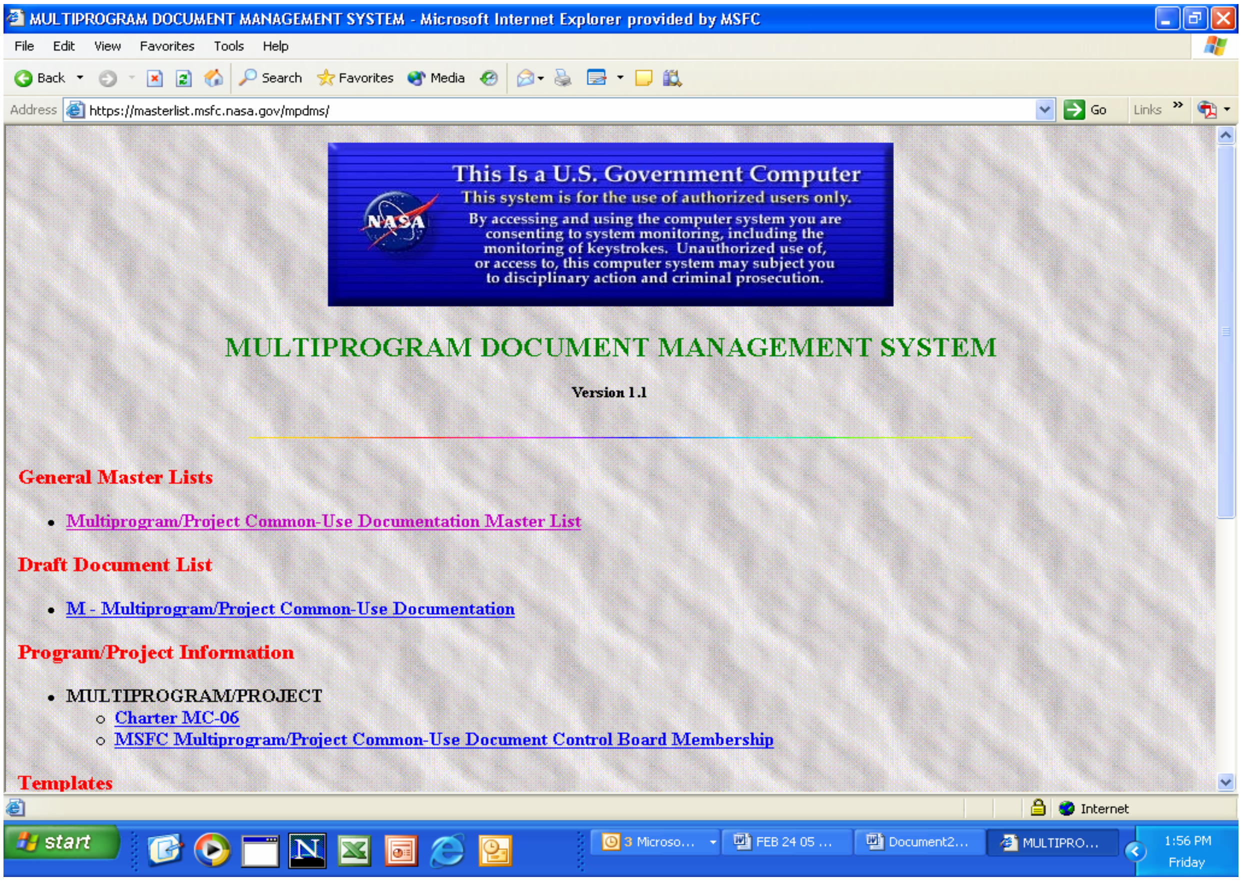
In this system, document information may be accessed by clicking on the document number. This will include Office of Primary Responsibility (OPR) designee information, applicable documents, and previous versions of the documents. The document title is the link to the electronic document where accessible.

4.2 Accessing the Multiprogram/Project Documentation System (MPDMS)

Access to MPDMS may be obtained at the following web address:

https://masterlist.msfc.nasa.gov/mpdms/

Due to size, several MPDMS screens in this guide will be displayed in two separate figures.


MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM - Microsoft Internet Explorer provided by MSFC
File
Edit
View
Favorites
Tools
Help
Back
Search
Favorites
Media
Address
https://masterlist.msfc.nasa.gov/mpdms/
Go
Links
NASA
Internet
start
3 Microso...
FEB 24 05 ...
Document2...
MULTIPRO...
1:56 PM
Friday

This Is a U.S. Government Computer
This system is for the use of authorized users only.
By accessing and using the computer system you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM

Version 1.1

General Master Lists

- Multiprogram/Project Common-Use Documentation Master List

Draft Document List

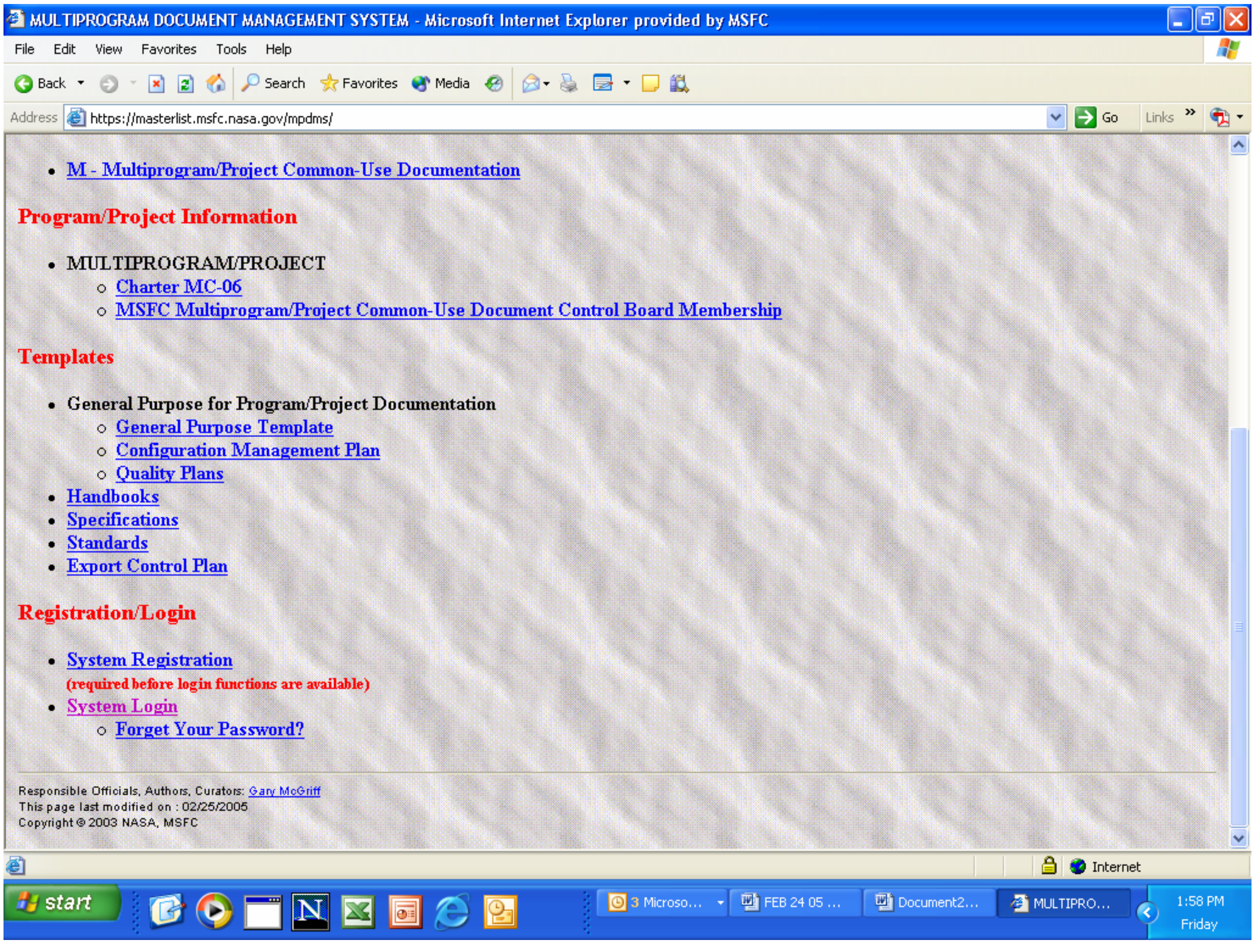
- M - Multiprogram/Project Common-Use Documentation

Program/Project Information

- MULTIPROGRAM/PROJECT
  - Charter MC-06
  - MSFC Multiprogram/Project Common-Use Document Control Board Membership

Templates

Figure 1. Top Half of the Multiprogram Document Management System


MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM - Microsoft Internet Explorer provided by MSFC
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://masterlist.msfc.nasa.gov/mpdms/
Go Links
Internet
start
3 Microso…
FEB 24 05 …
Document2…
MULTIPRO…
1:58 PM
Friday

- M - Multiprogram/Project Common-Use Documentation

Program/Project Information

- MULTIPROGRAM/PROJECT
  - Charter MC-06
  - MSFC Multiprogram/Project Common-Use Document Control Board Membership

Templates

- General Purpose for Program/Project Documentation
  - General Purpose Template
  - Configuration Management Plan
  - Quality Plans
- Handbooks
- Specifications
- Standards
- Export Control Plan

Registration/Login

- System Registration
  (required before login functions are available)
- System Login
  - Forget Your Password?

Responsible Officials, Authors, Curators: Gary McGriff
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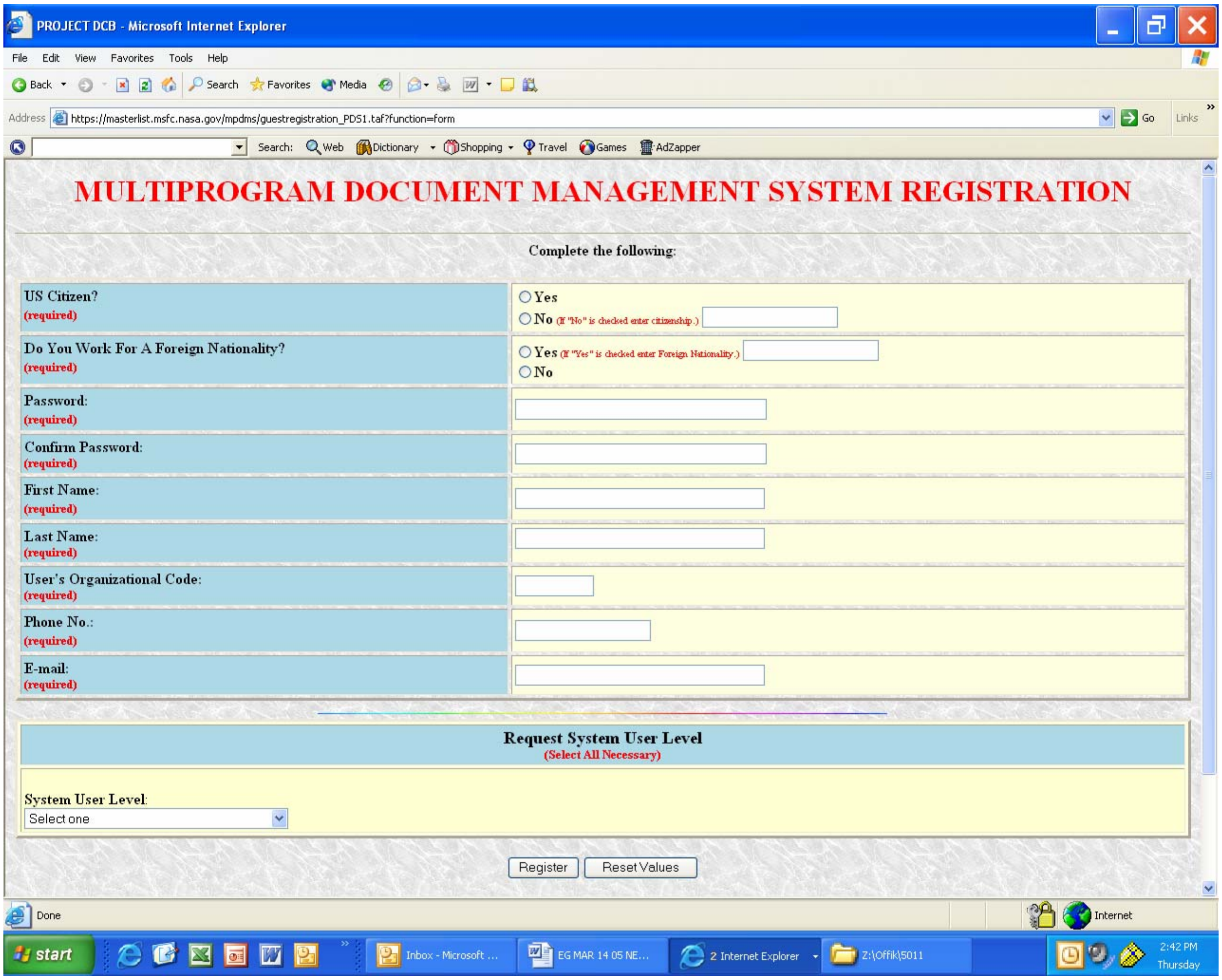
Figure 2. Bottom Half of the Multiprogram Document Management System

4.3 Registration

Security of the system and the information contained in the system are maintained by system registration and password-protected log in. Registration is required prior to user log in. User registration initiates a message to system administration requesting authorization of a new user registration. The systems administrator authorizes access to specified functions as directed by the Approval Authority and e-mails the user appropriate notification.

4.3.1 System Registration

Under **Registration/Login,** select *System Registration* and enter the information required on the data entry screen. (See Figure 3, *Multiprogram Document Management System Registration*.)


PROJECT DCB - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://masterlist.msfc.nasa.gov/mpdms/guestregistration_PDS1.taf?function=form
Go Links
Search: Web Dictionary Shopping Travel Games AdZapper
Done
Internet
start
Inbox - Microsoft ...
EG MAR 14 05 NE...
2 Internet Explorer
Z:\Offik\5011
2:42 PM
Thursday

MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM REGISTRATION

Complete the following:

US Citizen? (required)	○ Yes ○ No (If "No" is checked enter citizenship.)
Do You Work For A Foreign Nationality? (required)	○ Yes (If "Yes" is checked enter Foreign Nationality.) ○ No
Password: (required)	
Confirm Password: (required)	
First Name: (required)	
Last Name: (required)	
User's Organizational Code: (required)	
Phone No.: (required)	
E-mail: (required)	

Request System User Level
(Select All Necessary)

System User Level:
Select one

Register | Reset Values

Figure 3. Multiprogram Document Management System Registration

4.3.2 System Registration Request System User Level (Select All Necessary)

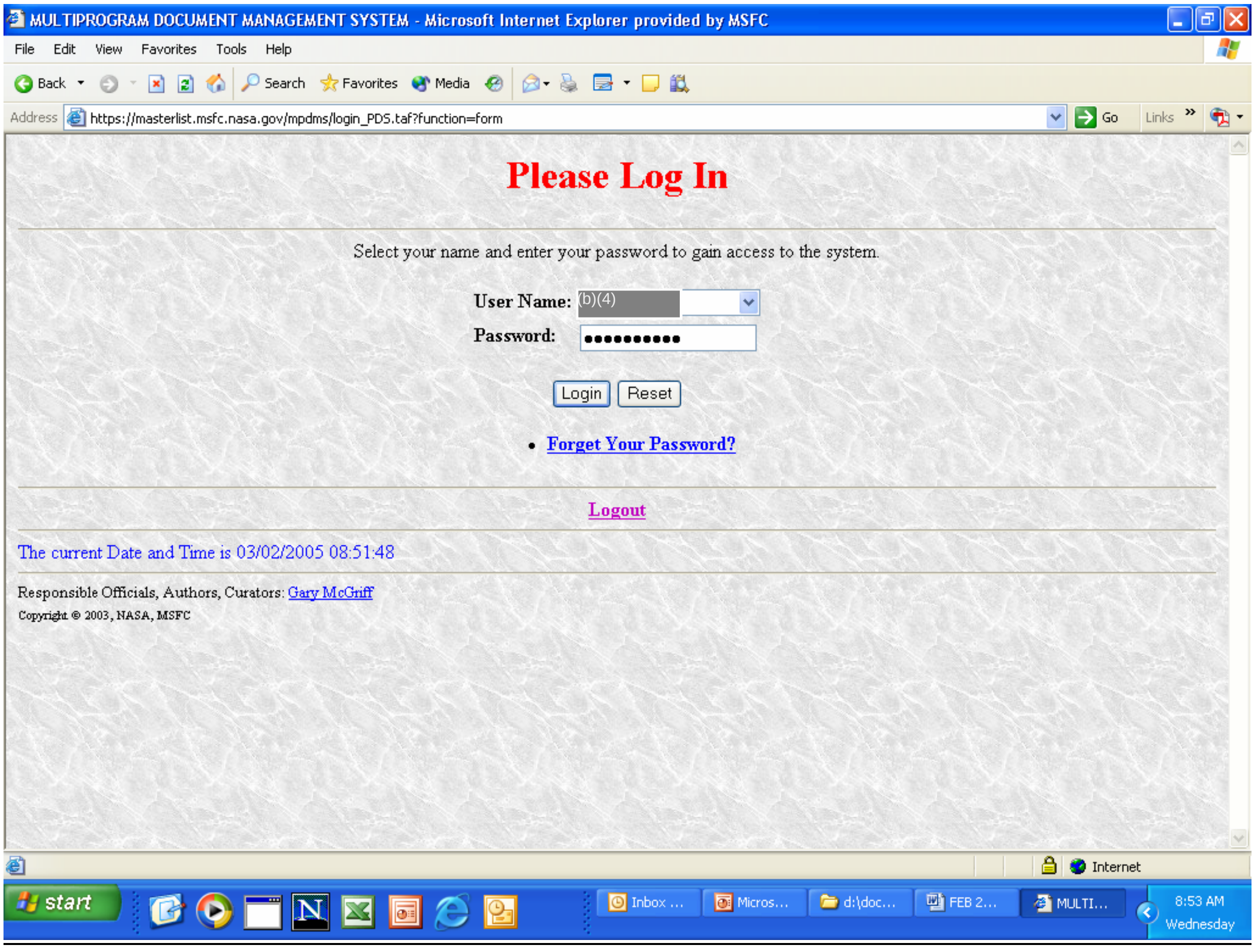
Under *Select User's Menu Level*, select level for the highest level applicable to user's need and authority. For example, if user is an OPR designee and a member of the DCB, register at the DCB level. Click *Register* to submit the request(s). Specific functions are identified under definitions in order of hierarchy from lowest to highest access level.

NOTE: After a user is initially registered, *Update System Registration* on the **M MAIN MENU** must be used to request an additional level. Requester will receive e-mail notification of authorized or unauthorized access status.

4.3.3 System Login

For access to protected files in this system, user must log in. Access is based on authorized system registration.

Under **Registration/Login**, click *System Login* (see Figure 2, *Bottom Half of MPDMS*). At *Please Log In* (see Figure 4, *Please Log In*), select user name from pull-down box and enter password for access to the user's authorized functions. Click *Login* to access the MPDMS Selection screen.


MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM - Microsoft Internet Explorer provided by MSFC
File
Edit
View
Favorites
Tools
Help
Back
Search
Favorites
Media
Address
https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=form
Go
Links
Internet
start
Inbox ...
Micros...
d:\doc...
FEB 2...
MULTI...
8:53 AM
Wednesday

Please Log In

Select your name and enter your password to gain access to the system.

User Name: (b)(4)

Password: ●●●●●●●●●●●

Login Reset

- Forget Your Password?

Logout

The current Date and Time is 03/02/2005 08:51:48

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Copyright © 2003, NASA, MSFC

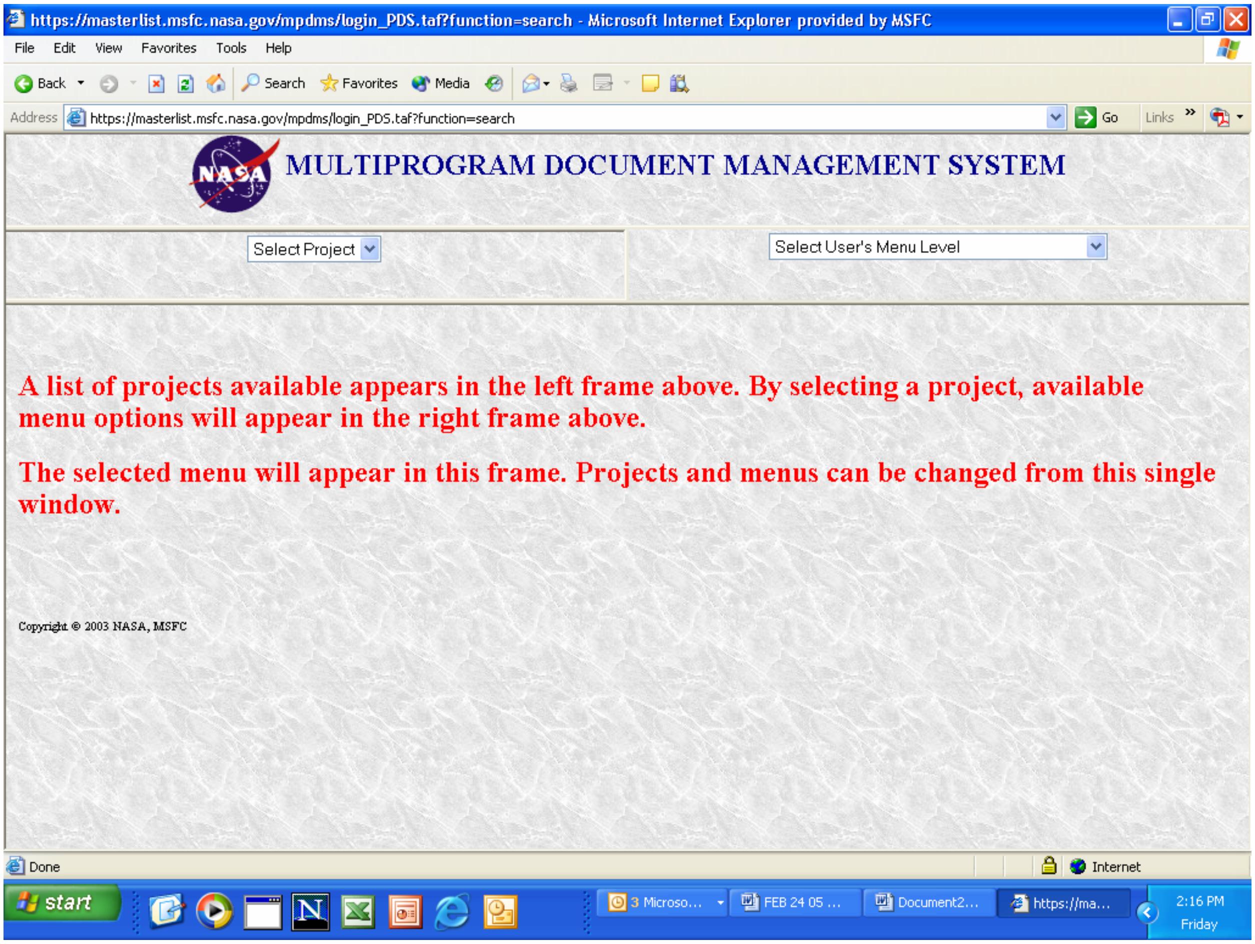
Figure 4. Please Log In

4.3.4 Program/Project Code

The Program/Project Code for Multiprogram/Project common-use documentation is "M."

4.3.5 MPDMS Multiprogram Selection

At the next screen, select "M" for Multiprogram/Project common-use documents from the pull-down box for which authorized functions are to be performed (see Figure 5, *System User Level Screen*). *Select User's Menu Level*. This accesses the **M MAIN MENU** to perform the specific authorized functions.


https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer provided by MSFC
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go Links
NASA
MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM
Select Project
Select User's Menu Level
Done
Internet
start
3 Microso...
FEB 24 05 ...
Document2...
https://ma...
2:16 PM
Friday

A list of projects available appears in the left frame above. By selecting a project, available menu options will appear in the right frame above.

The selected menu will appear in this frame. Projects and menus can be changed from this single window.

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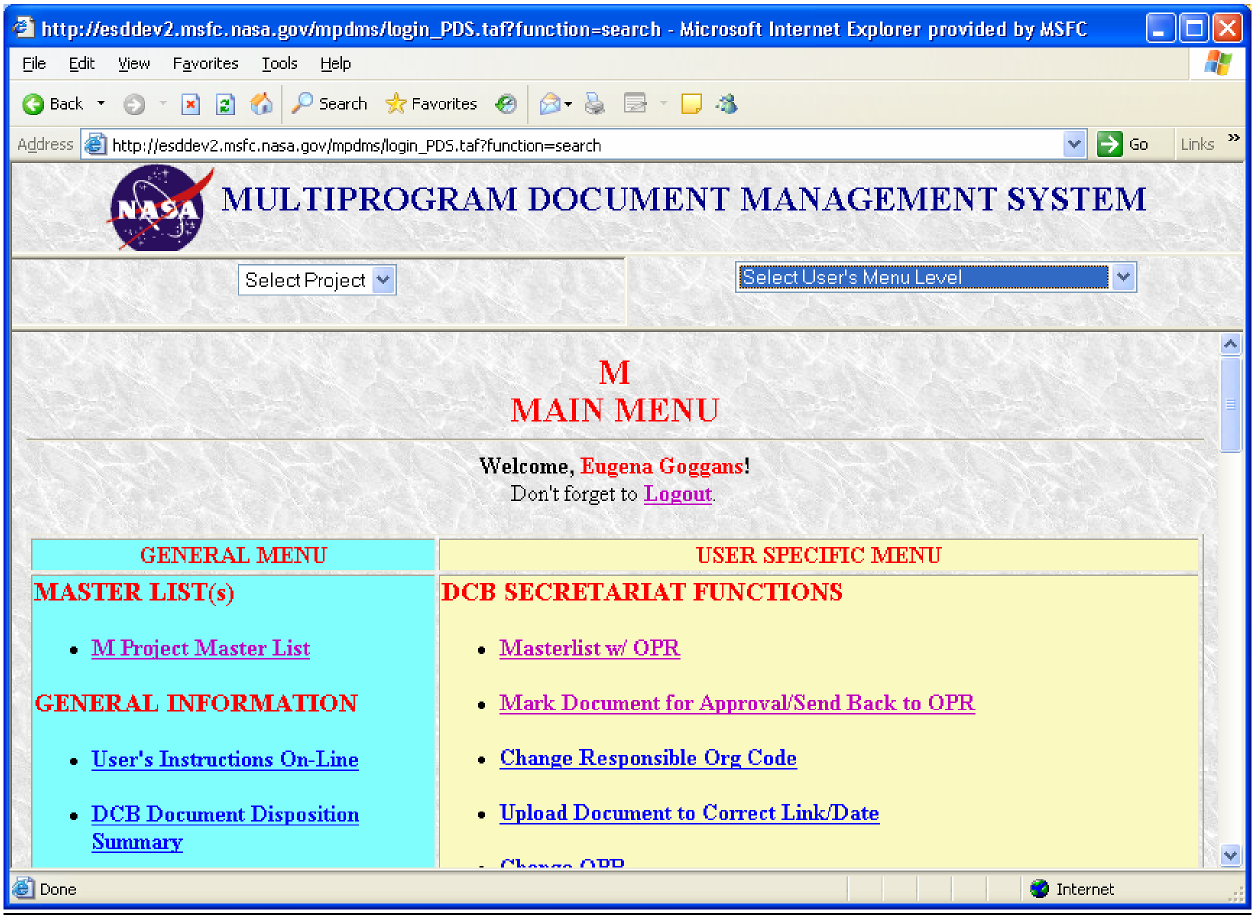
Figure 5. System User Level Screen

4.3.6 Update System Registration

To add or revise function levels, from the **M MAIN MENU** under **REGISTRATION/LOGIN UPDATE**, click on *Update Registration/Login Information* and enter the revised information. Click *Update*. (See Figure 7, *Bottom Half of M Main Menu*.)

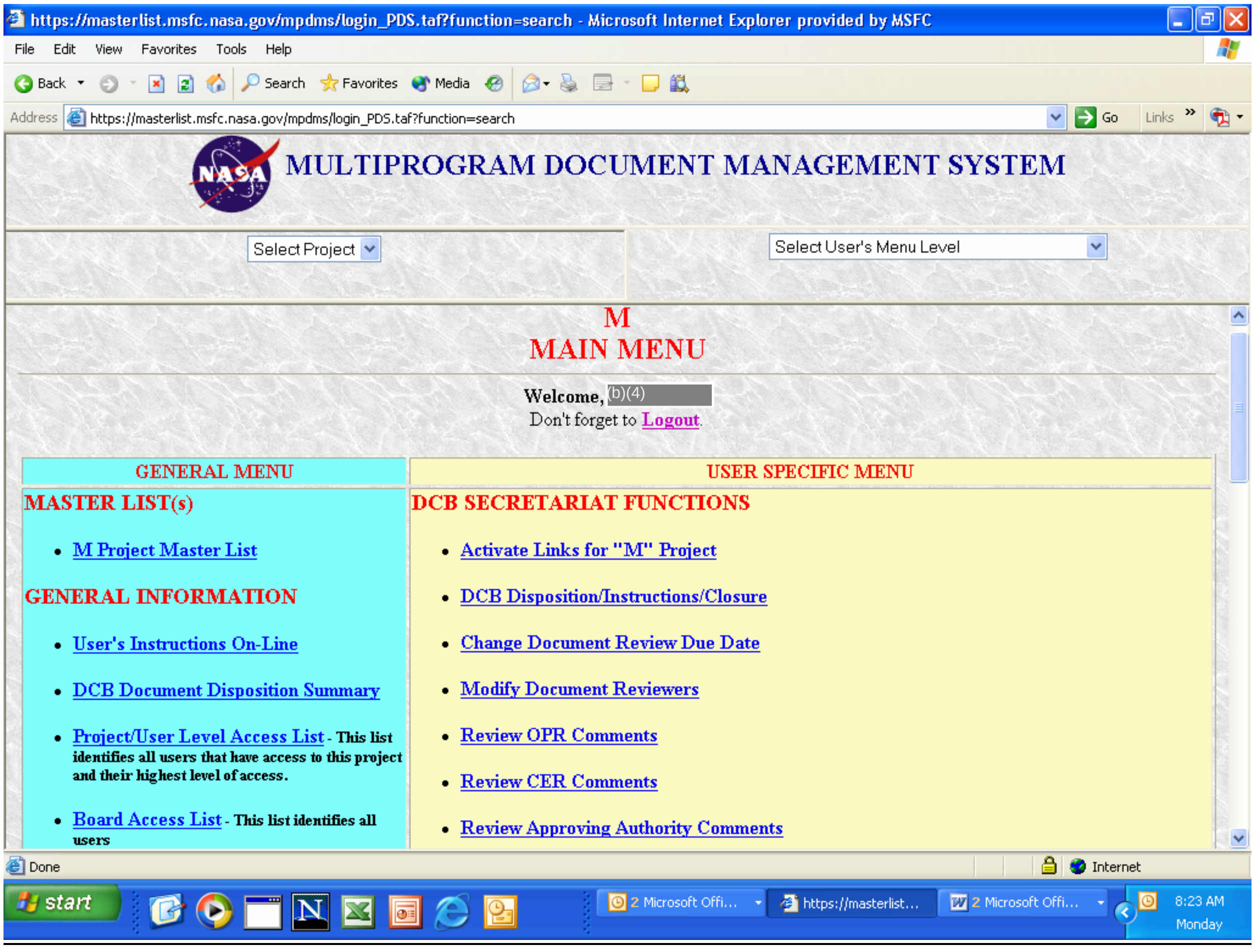

http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer provided by MSFC
File Edit View Favorites Tools Help
Back
Search
Favorites
Address
http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go
Links
Select Project
Select User's Menu Level
Done
Internet

MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM

M
MAIN MENU

Welcome, Eugena Goggans!
Don't forget to Logout.

GENERAL MENU	USER SPECIFIC MENU
MASTER LIST(s) M Project Master List **GENERAL INFORMATION** User's Instructions On-Line DCB Document Disposition Summary	**DCB SECRETARIAT FUNCTIONS** Masterlist w/ OPR Mark Document for Approval/Send Back to OPR Change Responsible Org Code Upload Document to Correct Link/Date Change OPR


https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer provided by MSFC
File
Edit
View
Favorites
Tools
Help
Back
Search
Favorites
Media
Address
https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go
Links
Select Project
Select User's Menu Level
Done
Internet
start
2 Microsoft Offi...
https://masterlist...
2 Microsoft Offi...
8:23 AM
Monday

MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM

M
MAIN MENU

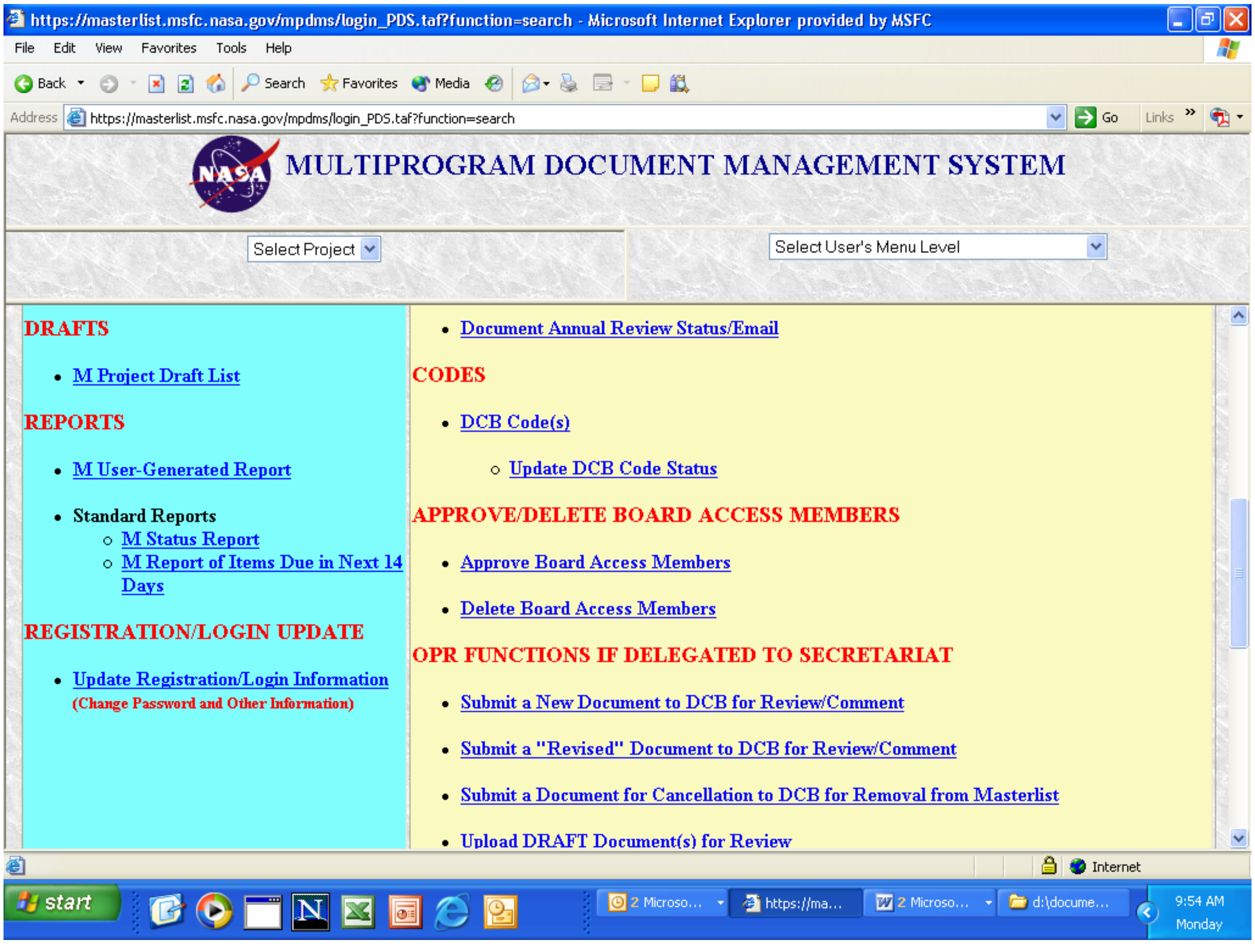
Welcome, (b)(4)
Don't forget to Logout.

GENERAL MENU	USER SPECIFIC MENU
MASTER LIST(s) - M Project Master List **GENERAL INFORMATION** - User's Instructions On-Line - DCB Document Disposition Summary - Project/User Level Access List - This list identifies all users that have access to this project and their highest level of access. - Board Access List - This list identifies all users	**DCB SECRETARIAT FUNCTIONS** - Activate Links for "M" Project - DCB Disposition/Instructions/Closure - Change Document Review Due Date - Modify Document Reviewers - Review OPR Comments - Review CER Comments - Review Approving Authority Comments

Figure 6. Top Half of M Main Menu

4.3.7 Login Update

To change a password and other login information, from the **M MAIN MENU** (see Figure 7, *Bottom Half of M Main Menu*) under **REGISTRATION/LOGIN UPDATE**, click on *Update Registration/Login Information* and enter the revised information. Click *Update*.


https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer provided by MSFC
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go Links
NASA
Select Project
Select User's Menu Level
Internet
start
2 Microso...
https://ma...
2 Microso...
d:\docume...
9:54 AM
Monday

MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM

DRAFTS

- M Project Draft List

REPORTS

- M User-Generated Report
- Standard Reports
  - M Status Report
  - M Report of Items Due in Next 14 Days

REGISTRATION/LOGIN UPDATE

- Update Registration/Login Information
(Change Password and Other Information)

- Document Annual Review Status/Email

CODES

- DCB Code(s)
  - Update DCB Code Status

APPROVE/DELETE BOARD ACCESS MEMBERS

- Approve Board Access Members
- Delete Board Access Members

OPR FUNCTIONS IF DELEGATED TO SECRETARIAT

- Submit a New Document to DCB for Review/Comment
- Submit a "Revised" Document to DCB for Review/Comment
- Submit a Document for Cancellation to DCB for Removal from Masterlist
- Upload DRAFT Document(s) for Review

Figure 7. Bottom Half of M Main Menu

4.5 DCB Code

The MPDMS system provides a documented control system to review in-house and external documentation for adequacy prior to issue to perform work by establishing a DCB code for the review process. Multiprogram/Project DCB-controlled documents may consist of standards; handbooks, specifications, procedures, manuals, plans, and other documents. The DCB membership memo states the names of members. This memo serves as a notification for each member to register within the system for access. DCB-controlled documentation is not released through the Release Desk.

4.5.1 Current DCB Code

The current DCB code for MPDMS is M-1.

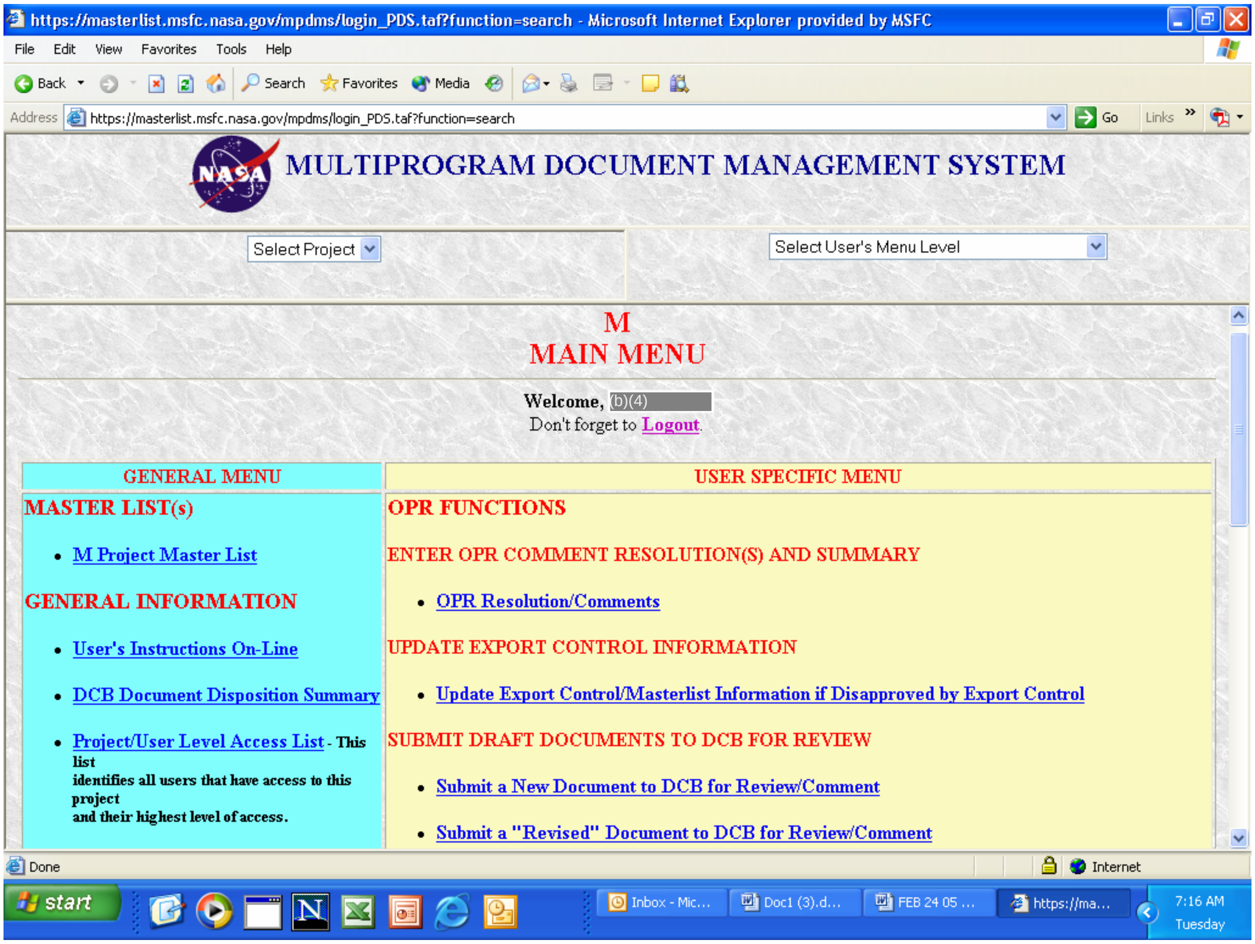
4.6 Document Preparation

Multiprogram/Project common-use documentation will be prepared in accordance with MWI 7120.4.

4.7 "MSFC-" Numbers

4.7.1 Reserve a “MSFC-” Document Number

To reserve a MSFC number, select *Document OPR Designee/Change Initiator* under the *Select User’s Menu Level* (see Figure 9, *Bottom Half of OPR User Level Screen*). Under **OPR FUNCTIONS** and **RESERVE DOCUMENT NUMBERS** click on *“MSFC-” Number(s)* and enter the document title, select the document type, and click *Reserve*. The document number will be displayed. When a “MSFC-” document number is reserved, the reserved numbered document must be baselined or the number canceled.


https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer provided by MSFC
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go Links
Done
Internet
start
Inbox - Mic...
Doc1 (3).d...
FEB 24 05 ...
https://ma...
7:16 AM
Tuesday

MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM

Select Project

Select User's Menu Level

M

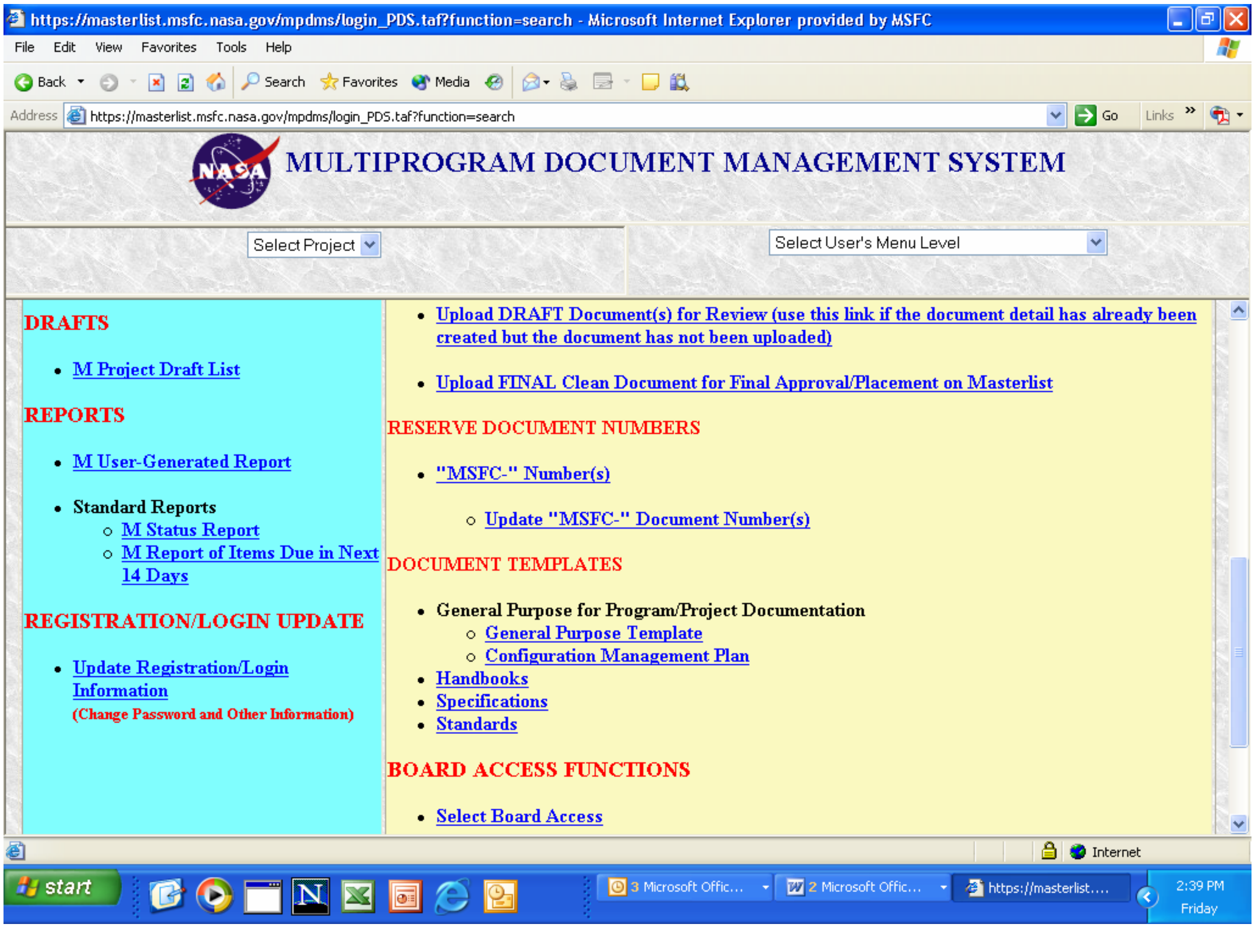
MAIN MENU

Welcome, (b)(4)

Don't forget to Logout.

GENERAL MENU	USER SPECIFIC MENU
MASTER LIST(s) - M Project Master List GENERAL INFORMATION - User's Instructions On-Line - DCB Document Disposition Summary - Project/User Level Access List - This list identifies all users that have access to this project and their highest level of access.	OPR FUNCTIONS ENTER OPR COMMENT RESOLUTION(S) AND SUMMARY - OPR Resolution/Comments UPDATE EXPORT CONTROL INFORMATION - Update Export Control/Masterlist Information if Disapproved by Export Control SUBMIT DRAFT DOCUMENTS TO DCB FOR REVIEW - Submit a New Document to DCB for Review/Comment - Submit a "Revised" Document to DCB for Review/Comment

Figure 8. Top Half of OPR User Level Screen


https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer provided by MSFC
File
Edit
View
Favorites
Tools
Help
Back
Search
Favorites
Media
Address
https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go
Links
NASA
Select Project
Select User's Menu Level
Internet
start
3 Microsoft Offic...
2 Microsoft Offic...
https://masterlist....
2:39 PM
Friday

MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM

DRAFTS

- M Project Draft List

REPORTS

- M User-Generated Report
- Standard Reports
  - M Status Report
  - M Report of Items Due in Next 14 Days

REGISTRATION/LOGIN UPDATE

- Update Registration/Login Information
  (Change Password and Other Information)

- Upload DRAFT Document(s) for Review (use this link if the document detail has already been created but the document has not been uploaded)
- Upload FINAL Clean Document for Final Approval/Placement on Masterlist

RESERVE DOCUMENT NUMBERS

- "MSFC-" Number(s)
  - Update "MSFC-" Document Number(s)

DOCUMENT TEMPLATES

- General Purpose for Program/Project Documentation
  - General Purpose Template
  - Configuration Management Plan
- Handbooks
- Specifications
- Standards

BOARD ACCESS FUNCTIONS

- Select Board Access

Figure 9. Bottom Half of OPR User Level Screen

4.7.2 Update "MSFC-" Document Number Information

To cancel a reserved document number or update the document title, click *Update "MSFC-" Document Number(s)* under *"MSFC-" Number(s).* Select the document number/title and click *Find*. The Document Title and Document Number Status fields may be changed; click *Save*.

4.7.3 Control of Document Numbers

For document numbers controlled in this system, the status of each number will be maintained: *Reserved/Canceled*, *Reserved*, *Baseline*, *Revision Letter*, or *Canceled*. "Reserved/Canceled" will be indicated when a reserved number is canceled prior to baseline. "Reserved" will be indicated when a number is reserved. "Baseline" or the revision level will be indicated when the baseline or revised document is approved. "Canceled" will be indicated when the document is canceled.

4.7.4 Document Revision Level

The revision level shall be indicated as specified in MWI 7120.4.

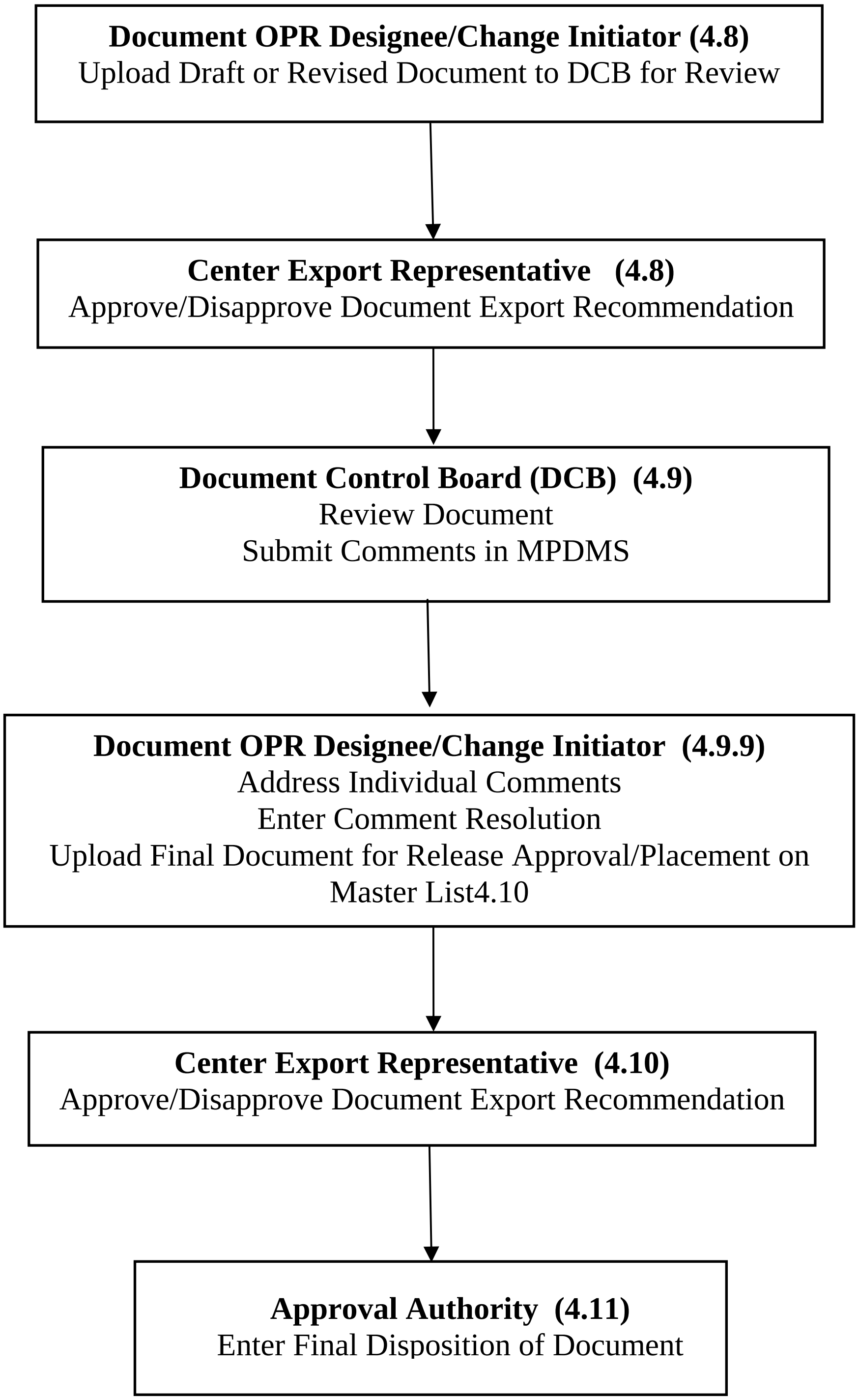

Document OPR Designee/Change Initiator (4.8)
Upload Draft or Revised Document to DCB for Review
Center Export Representative (4.8)
Approve/Disapprove Document Export Recommendation
Document Control Board (DCB) (4.9)
Review Document
Submit Comments in MPDMS
Document OPR Designee/Change Initiator (4.9.9)
Address Individual Comments
Enter Comment Resolution
Upload Final Document for Release Approval/Placement on Master List4.10
Center Export Representative (4.10)
Approve/Disapprove Document Export Recommendation
Approval Authority (4.11)
Enter Final Disposition of Document

Figure 10. MPDMS Review Process Flow

4.8 Submit a Draft Document for Review or Request Cancellation of a Document

4.8.1 Submit a New Document to DCB for Review/Comment

Follow the steps below to submit a new document to the DCB for review and comment:

1. The OPR designee will click on *Submit New Document to DCB for Review/Comment* under **OPR FUNCTIONS** and complete the document input screen (click inside the block which is to be completed; tab to next block or click inside next block). (See Figure 8, *Top Half of OPR User Level Screen*.)

2. Specify whether or not the document has export and/or distribution restrictions by checking block(s) on the data input screen. If a document has export and/or distribution restrictions, the document shall NOT be placed on the General Master List, but on the Project Master List. **NOTE:** All items which MSFC makes available or transfers to a foreign country, foreign person, or entity must conform to the NASA Export Control Program in accordance with MPD 2190.1.

3. Specify the accessibility of the document by selecting one of the Master Lists where this document will reside: (1) General Master List [located on **MPDMS MAIN PAGE** and available to all onsite users] (2) Project Master List [located on **M MAIN MENU** and available only to users with authorized access]. If the document can be released as public release (available to all World Wide Web users), select the General Master List. If the document contains sensitive or restrictive data (available only to users authorized to access the Project), select the Project Master List.

4. All documents will reside in the MSFC Documentation Repository. Click *Save* after entering all applicable information.

5. Applicable Documents. If a specific revision level is not specified, the current version is applicable. If a specific revision level is specified, ensure authority to use the specific version to perform work is documented if it is not the current version. PRIOR TO LINKING TO AN APPLICABLE DOCUMENT, DETERMINE THE AVAILABILITY LIMITATIONS OF THAT DOCUMENT AND COMPLY WITH CENTER POLICY, PROCEDURES, AND INSTRUCTIONS. Select all applicable documents by clicking in the applicable block(s), or enter the following information for applicable documents not listed:

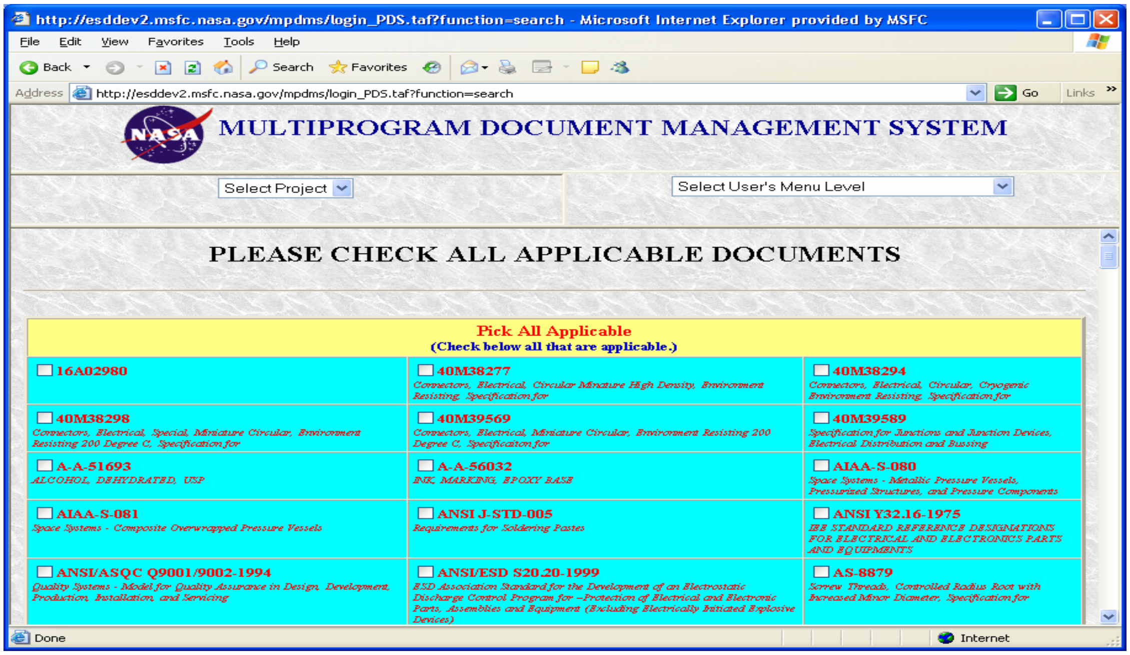
Electronic?	Click “Yes” or “No.”
Applicable Document Number	Enter the applicable document number exactly as it appears on the document.
Baseline/Revision	Enter the word “Baseline” or the revision letter.

Applicable Document Title	Enter the applicable document title exactly as it appears on the document.
Applicable Document Web Address (URL)	Enter the document URL if electronically accessible on a web site.

If document is not available electronically, enter the following information. If the document is available electronically, leave blank.

Document Location - Building	Enter building number where document is located
Document Location - Room	Enter room number where document is located.
Document Location Person Responsible	Enter name of person who is responsible for retrieving the document at this location.

Click on *Input Applicable Documents*. (See Figure 11, *Top Half of Applicable Documents Screen* and Figure 12, *Bottom Half of Applicable Documents Screen*). If the information is accepted, the screen will return to the **M MAIN MENU**. If there are more applicable documents to be included, e-mail or call the system administrator. The OPR designee is responsible for ensuring the correct version of the applicable document is entered and maintained in the system, or a pointer to the location where the revision level of the correct version or the correct version itself may be found.


http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer provided by MSFC
File Edit View Favorites Tools Help
Back Search Favorites
Address http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go Links
NASA
Select Project
Select User's Menu Level
Done
Internet

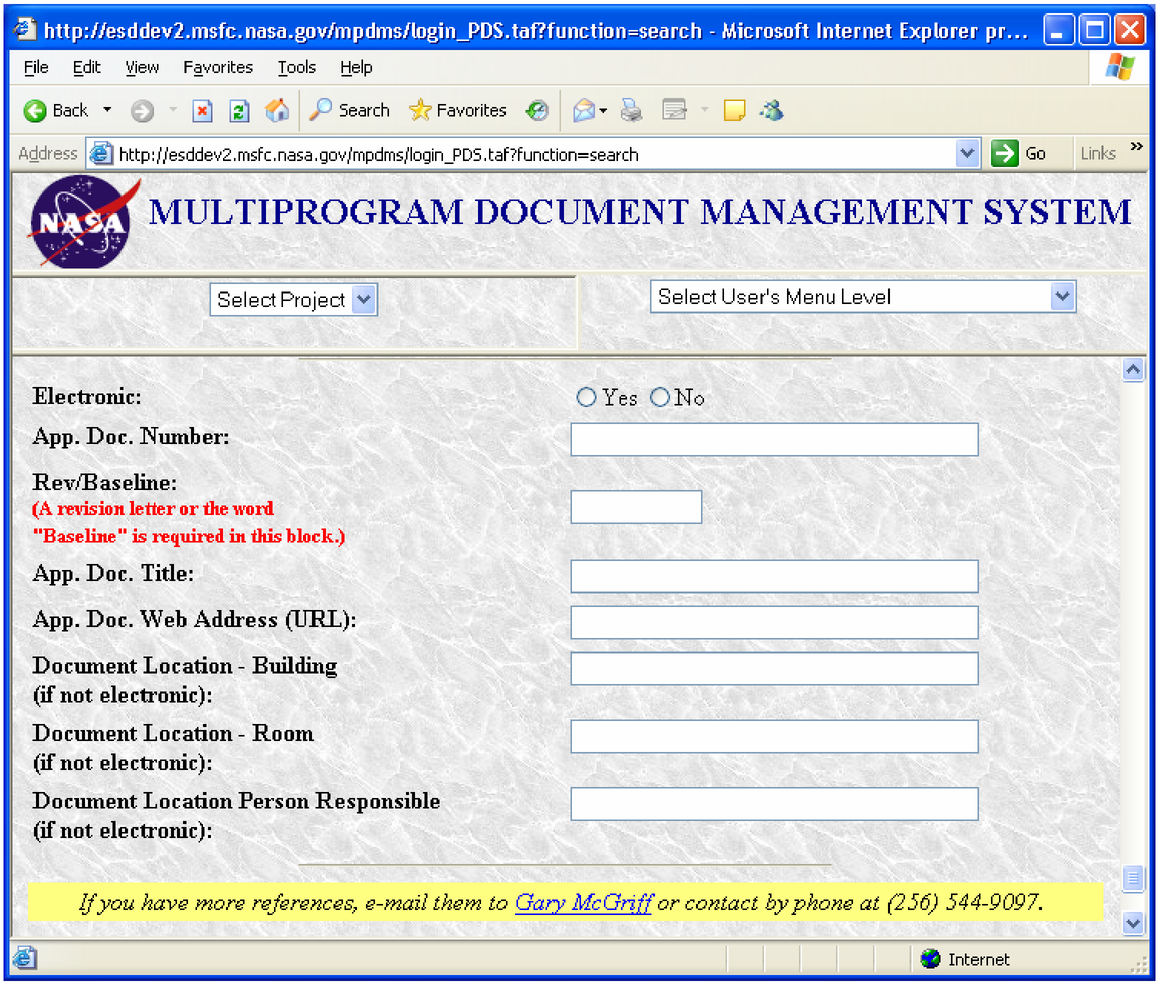
MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM

PLEASE CHECK ALL APPLICABLE DOCUMENTS

Pick All Applicable
(Check below all that are applicable.)

☐ 16A02980	☐ 40M38277 *Connectors, Electrical, Circular Minature High Density, Environment Resisting, Specification for*	☐ 40M38294 *Connectors, Electrical, Circular, Cryogenic Environment Resisting, Specification for*
☐ 40M38298 *Connectors, Electrical, Special, Miniature Circular, Environment Resisting 200 Degree C, Specification for*	☐ 40M39569 *Connectors, Electrical, Miniature Circular, Environment Resisting 200 Degree C, Specificaiton for*	☐ 40M39589 *Specification for Junctions and Junction Devices, Electrical Distribution and Bussing*
☐ A-A-51693 *ALCOHOL, DEHYDRATED, USP*	☐ A-A-56032 *INK, MARKING, EPOXY BASE*	☐ AIAA-S-080 *Space Systems - Metallic Pressure Vessels, Pressurized Structures, and Pressure Components*
☐ AIAA-S-081 *Space Systems - Composite Overwrapped Pressure Vessels*	☐ ANSI J-STD-005 *Requirements for Soldering Pastes*	☐ ANSI Y32.16-1975 *IEE STANDARD REFERENCE DESIGNATIONS FOR ELECTRICAL AND ELECTRONICS PARTS AND EQUIPMENTS*
☐ ANSI/ASQC Q9001/9002-1994 *Quality Systems - Model for Quality Assurance in Design, Development, Production, Installation, and Servicing*	☐ ANSI/ESD S20.20-1999 *ESD Association Standard for the Development of an Electrostatic Discharge Control Program for –Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)*	☐ AS-8879 *Screw Threads, Controlled Radius Root with Increased Minor Diameter, Specification for*

Figure 11. Top Half of Applicable Documents Screen


http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer pr...
File
Edit
View
Favorites
Tools
Help
Back
Search
Favorites
Address
http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go
Links
NASA
MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM
Select Project
Select User's Menu Level
Internet

Electronic: ○ Yes ○ No

App. Doc. Number:

Rev/Baseline:
(A revision letter or the word "Baseline" is required in this block.)

App. Doc. Title:

App. Doc. Web Address (URL):

Document Location - Building (if not electronic):

Document Location - Room (if not electronic):

Document Location Person Responsible (if not electronic):

If you have more references, e-mail them to Gary McGriff or contact by phone at (256) 544-9097.

Figure 12. Bottom Half of Applicable Documents Screen

6. The OPR designee/change initiator will upload the draft document. To upload, click on *Upload DRAFT Document for Review* from the **M MAIN MENU**. Click on the document number. Click *Browse* to find the document to be uploaded and enter file name (file name must not contain any spaces or special characters in the original file name; do not change file name from upload screen). Click *Upload;* this electronically notifies the CER that the document is accessible for review.

7. To approve or disapprove the OPR's notice of availability limitation(s) and accessibility restrictions, the CER will click on *Approve/Disapprove OPR Export Recommendation* under **EXPORT CONTROL FUNCTIONS**; select the document number of the document reviewed; and click either *Approve* or *Disapprove* and click *Submit* (See Figure 13, *CER Approval Screen*). If the CER approves, DCB members, the Secretariat, and the Administrator for Centerwide notification will be notified that a draft document is accessible for review. If the CER disapproves, the OPR designee

is notified; the document does not go to the draft list until resolved and approved by the CER. The OPR designee resolves the limitations/restrictions with the CER. If changes to the document are required, the OPR designee will e-mail the corrected document to the systems administrator. If changes to the system are required, the OPR designee selects *Update Export Information* and makes the required changes. The CER will be notified to approve the limitations/restrictions for the document.

Submit a "REVISED" Document to DCB for Review

Follow the steps below to submit a revised document to the DCB for review:

1. Under **OPR FUNCTIONS**, select *Submit a "Revised" Document to DCB for Review/Comment.* Enter the document number or title, or click *Find* to find the desired document information. Click the document number to display the document information from the previously baselined or revised document. This information may be updated, as needed. (Click inside the block which is to be completed; tab to next block or click inside next block).

2. Specify whether or not the document has export and/or distribution restrictions by checking block(s) on the data input screen. If a document has export and/or distribution restrictions, the document shall NOT be placed on the General Master List, but on the Project Master List.

3. Specify the accessibility of the document by selecting one of the Master Lists where this document will reside: (1) General Master List [located on **MPDMS MAIN PAGE** and available to all onsite users] (2) Project Master List [located on **M MAIN MENU** and available only to users with authorized access]. If the document can be released as public release available to all World Wide Web users), select the General Master List. If the document contains sensitive or restrictive data (available only to users authorized access to the Project), select the Project Master List.

4. All documents will reside in the MSFC Documentation Repository. Click *Save* after entering all applicable information.

5. If a specific revision level is not specified, the current version is applicable. If a specific revision level is specified, ensure authority to use the specific version to perform work is documented if it is not the current version. PRIOR TO LINKING TO AN APPLICABLE DOCUMENT, DETERMINE THE AVAILABILITY LIMITATIONS OF THAT DOCUMENT AND COMPLY WITH CENTER POLICY, PROCEDURES, AND INSTRUCTIONS. Select all applicable documents by clicking in the applicable block(s), or enter the following information for applicable documents not listed:

Electronic?	Click "Yes" or "No."

Applicable Document Number	Enter the applicable document number exactly as it appears on the document.
Baseline/Revision	Enter the word “Baseline” or the revision letter.
Applicable Document Title	Enter the applicable document title exactly as it appears on the document.
Applicable Document Web Address (URL)	Enter the document URL if electronically accessible on a web site.

If document is not available electronically, enter the following information. If the document is available electronically, leave blank.

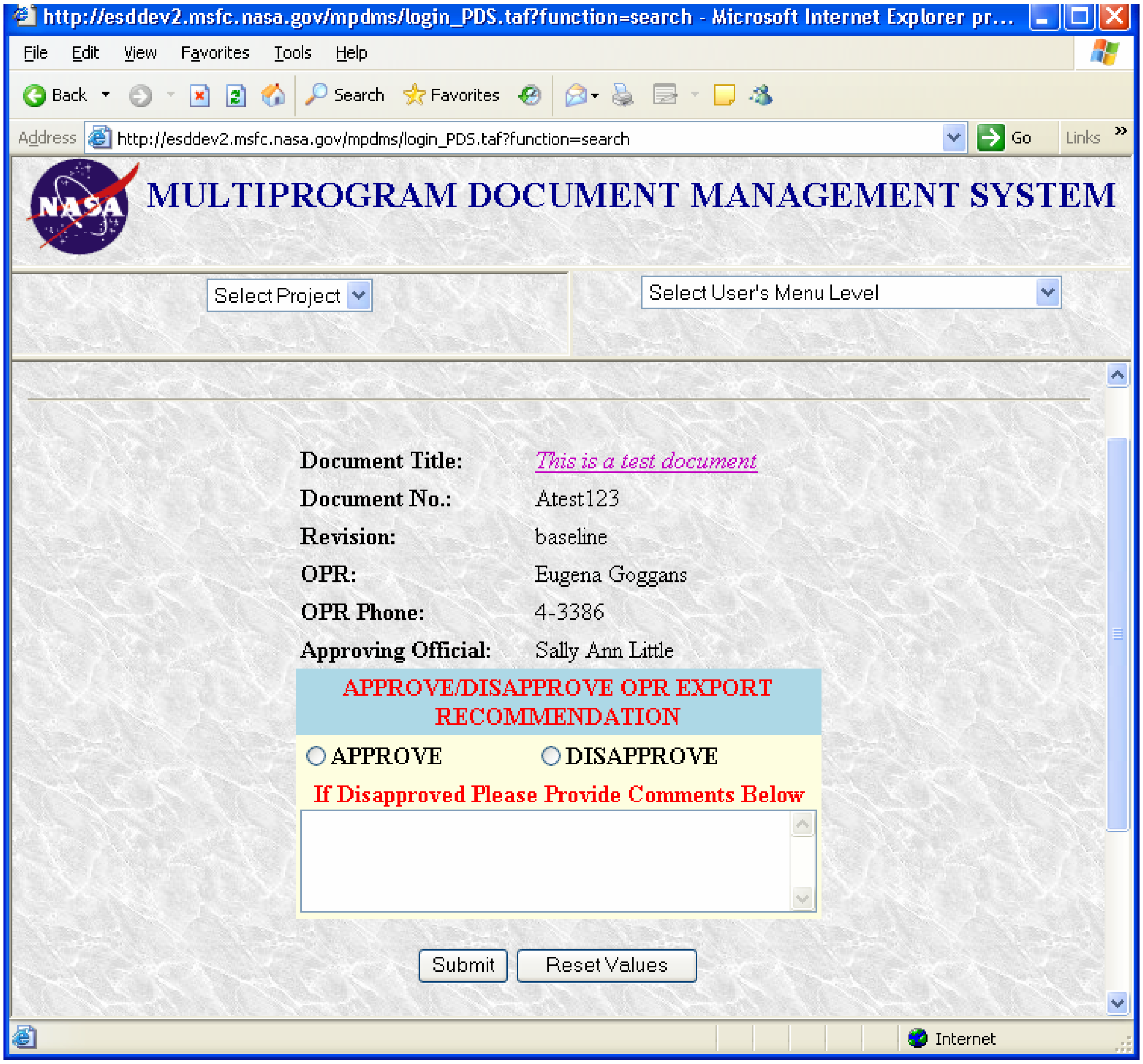
Document Location - Building	Enter building number where document is located
Document Location - Room	Enter room number where document is located.
Document Location Person Responsible	Enter name of person who is responsible for retrieving the document at this location.

Click on *Input Applicable Documents*. (See Figure 11, *Top Half of Applicable Documents Screen* and Figure 12, *Bottom Half of Applicable Documents Screen*). If the information is accepted, the screen will return to the M **MAIN MENU.** If there are more applicable documents to be included, e-mail or call the systems administrator. The OPR designee is responsible for ensuring the correct version of the applicable document is entered and maintained in the system, or a pointer to the location where the revision level of the correct version or the correct version itself may be found.

6. The OPR designee/change initiator will upload the draft document by clicking on *Upload DRAFT Document(s) for Review* and following instructions. The same DCB and approving authority that reviewed, dispositioned, and approved the baseline document will review and approve the revised document, unless specifically designated otherwise. Click *Upload*, which electronically notifies the CER that the document is accessible for review.

7. To approve or disapprove the OPR’s notice of availability limitation(s) and accessibility restrictions, the CER will click on *Approve/Disapprove OPR Export Recommendation* under **EXPORT CONTROL FUNCTIONS**; select the document number of the document reviewed; and click either *Approve* or *Disapprove* and click *Submit*. If the CER approves, the DCB members, the Secretariat, and the Administrator for Centerwide notification will be notified that a draft document is accessible for review. If the CER disapproves, the OPR designee is notified; the document does not go to the draft list until resolved and approved by the CER. The OPR designee resolves the limitations/restrictions with the CER. If changes to the

document are required, the OPR designee will e-mail the corrected document to the system administrator. If changes to the system are required, the OPR designee selects *Update Export Information* and makes the required changes. The CER will be notified to approve the limitations/restrictions for the document.


http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer pr...
File
Edit
View
Favorites
Tools
Help
Back
Search
Favorites
Address
http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go
Links
MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM
Select Project
Select User's Menu Level
Submit
Reset Values
Internet

Document Title: *This is a test document*
Document No.: Atest123
Revision: baseline
OPR: Eugena Goggans
OPR Phone: 4-3386
Approving Official: Sally Ann Little

APPROVE/DISAPPROVE OPR EXPORT RECOMMENDATION

○ APPROVE ○ DISAPPROVE

If Disapproved Please Provide Comments Below

Figure 13. CER Approval Screen

4.8.3 Submit for Review a Request for Cancellation of a Document

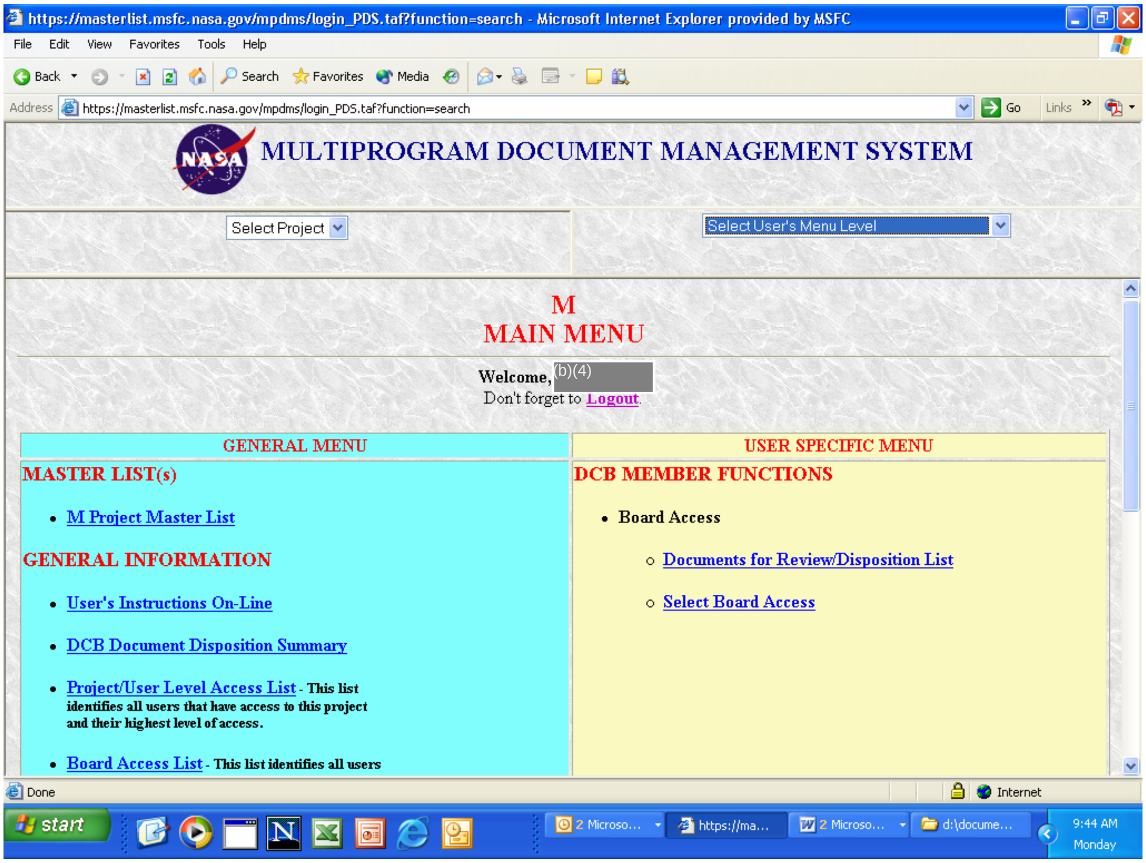
The OPR designee/change initiator will submit the request to cancel a document, stating reason(s) for cancellation. To submit the request to cancel a document, select *Submit a Document for "CANCELLATION" to DCB for Removal from Masterlist.* Select the document number/title and click *Search* to find the desired document information. Select "Cancel" under Status and enter the reason for cancellation. Click *Save*. The same DCB will review and disposition the request to cancel the document and the same approving authority will approve the request as reviewed and approved the current version, unless specifically designated otherwise.

4.8.4 List of Draft Documents

A list of draft documents will be maintained in the system, along with accessible draft documents and document information.

4.9 Disposition of the Draft Document

Upon authorization to serve on a DCB, the DCB member will click on *Select Board Access* under **DCB MEMBER FUNCTIONS** and select the DCB code(s) for DCBs on which member is authorized to serve (see Figure 14, *Top Half of M Main Menu DCB Member Functions*). (**NOTE:** This is only required the first time a user begins serving on a DCB. Click *Save*. Upon approval by the System Administrator or Secretariat, access is authorized. Following review of a document, the DCB member will enter the disposition by selecting *Documents for Review/Disposition* under **DCB MEMBER FUNCTIONS**. NOTE: When member no longer serves on a particular DCB, the Secretariat or system administrator will click on *Delete Board Membership,* click "Delete? Yes" to delete code, and click *Submit*.


https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer provided by MSFC
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://masterlist.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go Links
NASA
Done
Internet
start
2 Microso...
https://ma...
2 Microso...
d:\docume...
9:44 AM
Monday

MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM

Select Project

Select User's Menu Level

M
MAIN MENU

Welcome, (b)(4)
Don't forget to Logout.

GENERAL MENU	USER SPECIFIC MENU
MASTER LIST(s) • M Project Master List **GENERAL INFORMATION** • User's Instructions On-Line • DCB Document Disposition Summary • Project/User Level Access List - This list identifies all users that have access to this project and their highest level of access. • Board Access List - This list identifies all users	**DCB MEMBER FUNCTIONS** • Board Access ○ Documents for Review/Disposition List ○ Select Board Access

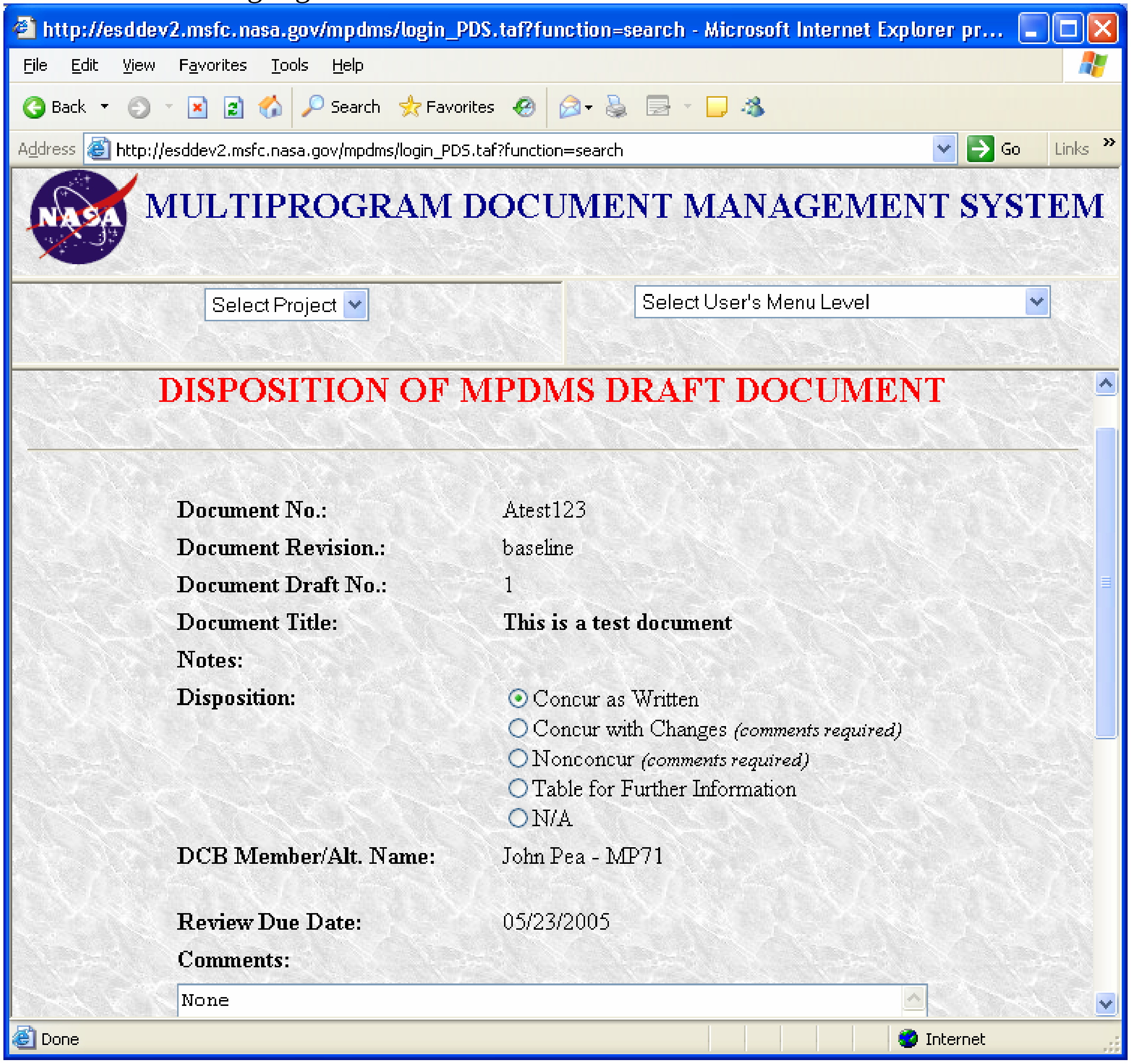
Figure 14. Top Half of M Main Menu DCB Member Functions

4.9.1 Select Document for Review

On the list of “Documents for Review/Disposition” screen, the DCB member selects the DCB code and clicks *Input Information*. Click on the document number of the document to be dispositioned to view the “Disposition of MPDMS Draft Document” screen. Click on the document title to view the document.

4.9.2 Enter Disposition

On the “Disposition of MPDMS Draft Document” screen, on or prior to the designated due date, the DCB membership will indicate by selecting “concur as written,” “concur with changes (comments required),” “nonconcur (comments required),” or “table for further information” (with action to OPR or other organization entered in “Comments” section), or “N/A.” The DCB member will enter any comments by clicking inside the “Comments” field. (See Figure 15, *DCB Member Disposition of Draft Document Screen*). Click on *Input Information* to save the information. Information may be input/changed until the review period closes. The system will lock the information at midnight on the due date, and access to input or change disposition or comments is no longer granted.


http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer pr...
File Edit View Favorites Tools Help
Back Search Favorites
Address http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go Links
MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM
Select Project
Select User's Menu Level
Done
Internet

DISPOSITION OF MPDMS DRAFT DOCUMENT

Document No.:	Atest123
Document Revision.:	baseline
Document Draft No.:	1
Document Title:	**This is a test document**
Notes:	
Disposition:	● Concur as Written ○ Concur with Changes *(comments required)* ○ Nonconcur *(comments required)* ○ Table for Further Information ○ N/A
DCB Member/Alt. Name:	John Pea - MP71
Review Due Date:	05/23/2005
Comments:	None

Figure 15. DCB Member Disposition of Draft Document Screen

4.9.3 Disposition Concur As Written

If the DCB members “concur as written,” proceed to step 4.9.8.

4.9.4 Disposition Resulting in Changes to the Document

If the DCB members “concur with changes,” or “nonconcur,” enter OPR resolution/comments (paragraph 4.9.9) and resubmit a draft document for review or call a formal DCB meeting (step 4.9.6).

4.9.5 Disposition With Issues

If the DCB members “concur with changes” or “nonconcur” and the OPR designee/change initiator cannot resolve the conflicts/issues, the OPR designee/change initiator will enter positive and negative information from the opposing organizations in OPR Resolution/Comments for consideration at the formal DCB meeting; proceed to step 4.9.6.

4.9.6 Call a Formal DCB Meeting

A formal DCB meeting will be convened to resolve all comments and issues, if not resolved with OPR. The minutes or records of these meetings are records and may be included in OPR designee/change initiator’s resolution/comments. Unanimous or even majority concurrence/nonconcurrence is not mandatory for disposition by the DCB chair.

4.9.7 Disapproval by the DCB

If the formal DCB does not approve, the DCB will decide if the draft document is to be removed from the documentation system and archived, or if a new draft will be issued.

4.9.8 Concurrence by the DCB

If the DCB members concur, the OPR designee/change initiator will prepare the final document.

4.9.9 OPR Designee/Change Initiator’s Comments/Resolution

To enter comments/resolution from the DCB review, select *OPR Resolution/Comments*. Click the document number for which comments will be entered. The OPR designee/change initiator will enter resolution of comments and disposition of request, which may be a specific summary statement of what was actually done and/or a listing of the resolution of comments. The OPR designee may continue to enter comments/resolution from the DCB review until the document is ready for final upload. Click *Input Disposition*.

NOTE: After resolving all comments, e-mail the DCB Secretariat to indicate one of the following:

1. A new draft will be issued and the review process will be repeated
2. DCB comments cannot be resolved and a formal DCB meeting should be called
3. The document is ready for approval and the fin al document will be submitted to the DCB.

4.9.10 Final Disposition of Request (for formal DCB meeting only)

1. The Secretariat or Approving Authority (DCB Chair) will click on DCB Disposition/Instructions/Closure. The date of the board meeting may be entered. Click one of the following: (1) Recommend Document for Approval, (2) Recommend Disapproval, (3) Recommend Cancellation of Document, or (4) Other (Specify).

2. The Secretariat or Approving Authority (DCB Chair) will specify in "Implementation Instructions" any action items assigned as a result of dispositioning the document.

4.9.11 DCB Document Disposition Status Summary

The status summary of DCB comments, OPR resolution/comments, final disposition, implementation instructions, and review closure authority, if applicable, may be viewed by authorized personnel by selecting *DCB Document Disposition Summary* under **GENERAL INFORMATION**. The completed DCB disposition status summary is a record of the review of the document.

4.10 Prepare and Submit Final Document

The OPR designee/change initiator prepares the final document based on the final disposition and implementation instructions.

1. **The OPR designee/change initiator will upload the final document** by clicking on *UPLOAD FINAL DOCUMENT* and entering the information. Uploading the draft electronically notifies the Secretariat that the final document is accessible for review.

2. **The Secretariat will review the document for compliance** with MWI 7120.4. If the document is compliant, the Secretariat will forward the document to the CER for approval/disapproval by selecting *Send to Export Control*. If the document requires format or grammatical changes, the Secretariat will send the document back to the OPR designee/change initiator by selecting *Send Back to OPR*.

3. **To approve or disapprove the OPR's notice of availability limitation(s)** and accessibility restrictions, the CER will click on *Approve/Disapprove OPR Export Recommendation* under **EXPORT CONTROL FUNCTIONS**; select the document number of the document reviewed; select either *Approve* or *Disapprove* and click *Submit*. If the CER approves, the approving authority will receive notification that

the document is accessible for approval. If the CER disapproves, the OPR is notified; the document does not go to the Master List until resolved and approved by the CER.

4. **For input to the MSFC Repository**, after document approval by the approving authority has been made, the OPR designee will complete a MSFC Form 2896, sign it, and mail the hard copy to the Secretariat. Note: Always select "Official Record" in block 11 of MSFC Form 2896. In addition, an electronic Word copy of the approved document must also be mailed to the Secretariat.

4.11 Approving Authority(ies)

The approving authority for Multiprogram/Project common-use documents is specified in MPR 7120.2. The approving authority shall review the baseline document, changes/revisions to the document, or the request to cancel a document for adequacy prior to issue to perform work or cancellation; pertinent background information shall be provided upon which to base the approval/disapproval.

4.11.1 Approve or Disapprove a Document

To approve or disapprove a document, follow the steps below:

1. To approve or disapprove a document, the approving authority will click on *Select Board Access* and select the DCB code. Select *Approve/Disapprove/Cancel Document*. Click on the document number of the document to be approved or disapproved. (See Figure 16, *Approval Authority Final Recommendation*). Click *Approve Document* or *Disapprove*.

2. The approved document will be placed on the appropriate Master List. Approving authority and date approved are automatically recorded in the database. E-mail notification will be sent to those registered in MPDMS.

3. If a document is not approved, the document will be archived and an e-mail notification will be sent to the document OPR designee/change initiator, DCB members, and Board Secretariat. To resubmit, return to the appropriate step. If the document will not be resubmitted, cancel the reserved document number.

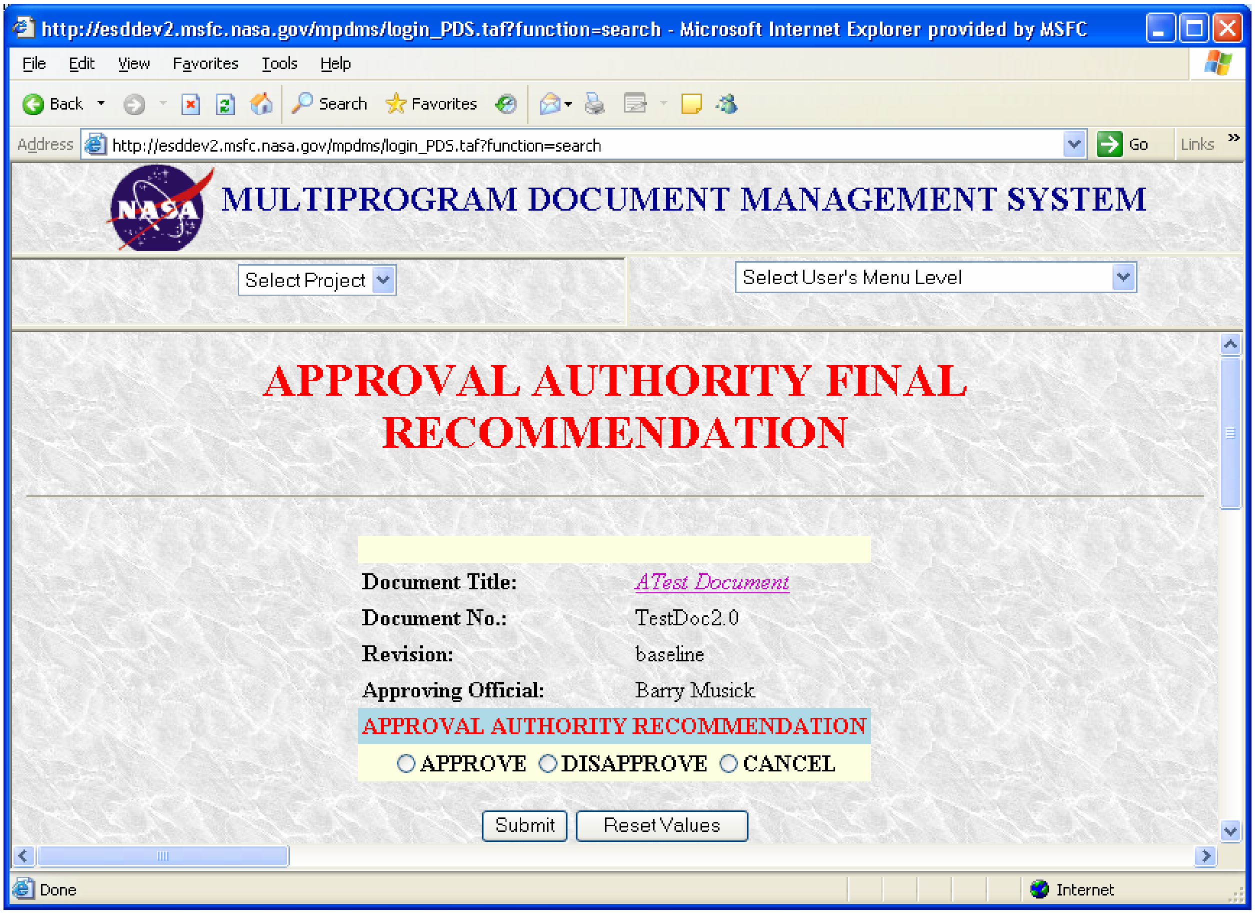
4.11.2 Approve or Disapprove the Cancellation of a Document

1. To approve or disapprove the request to cancel a document, select *Approve/Disapprove/Cancel Document*. Click on the document number of the document to be approved or disapproved for cancellation (See Figure 16, *Approval Authority Final Recommendation*) . Click *Cancel Document* or *Disapprove*.

2. If cancellation of a document is approved, the document will be removed from the Master List and archived. E-mail notification will be sent to those registered in MPDMS.

3. If cancellation of a document is not approved, the document remains on the Master List and an e-mail notification will be sent to those registered in MPDMS. To resubmit, return to the appropriate step.

NOTE: Approving authority and date approved are automatically recorded in the database.


http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search - Microsoft Internet Explorer provided by MSFC
File Edit View Favorites Tools Help
Back Search Favorites
Address http://esddev2.msfc.nasa.gov/mpdms/login_PDS.taf?function=search
Go Links
NASA
Select Project
Select User's Menu Level
Submit
Reset Values
Done
Internet

MULTIPROGRAM DOCUMENT MANAGEMENT SYSTEM

APPROVAL AUTHORITY FINAL RECOMMENDATION

Document Title:	*ATest Document*
Document No.:	TestDoc2.0
Revision:	baseline
Approving Official:	Barry Musick

APPROVAL AUTHORITY RECOMMENDATION

○ APPROVE ○ DISAPPROVE ○ CANCEL

Figure 16. Approval Authority Final Recommendation Screen

4.12 Master List(s)

The Master List(s) identifies the correct version status for Multiprogram/Project common-use documentation. The approved document and the document information are added to the electronically accessible Master List(s) to preclude the use of invalid and/or obsolete documents. Obsolete, invalid, or canceled documents are promptly removed from the approved document Master List(s). The system administrator identifies and archives obsolete versions, which are accessible from Document Information.

4.13 Assurance Against Unintended Use of Obsolete Documents

To assure against unintended use of any previous/obsolete version of a document, comply with the following provisions:

1. Destroy the document, or

2. Mark if retained, e.g., “FOR HISTORICAL PURPOSES ONLY,” “FOR LIMITED APPLICABILITY,” “REFERENCE,” etc. (e.g., on the face of the document, a file cabinet or drawer, a bookcase or shelf, or

3. Otherwise suitably identify (e.g., via explanation).

Verify correct version of a document is used in the work being performed by checking revision status on the Master List unless superseded by contractual arrangement or customer agreement or other authority.